

FY 2009/2010 REGIONAL/SUBREGIONAL LIBRARY ANNUAL REPORT/STATE AID APPLICATION

This report must be submitted on or before February 1, 2010 to be eligible to receive state aid. Refer questions regarding this form to Terri Assaf at (517) 373-3828.

Information should include only the Regional/Subregional Library.

This information is current as of the filing date.

FSCS ID:

PART I: DIRECTORY INFORMATION

Current Legal Name of Regional/Subregional Library: Provide the legal name of the regional/subregional library that is current at the time of filing the annual report.

Name of Host Library:

Previous Name of Regional/Subregional Library:

Street Address: The complete street address of the actual physical location of the regional/subregional library. DO NOT report a post office box or general delivery.

City: The city or town in which the regional/subregional library is located.

Zip+4: Include the five-digit postal zip code and the four-digit postal zip code extension for the street address of the regional/subregional library.

County: The County in which the regional/subregional library is located.

Township: The Township in which the regional/subregional library is located.

Library Cooperative: Provide the name of the library cooperative if the regional/subregional library is a member at the time of filing the Annual Report. If the library is not a member at the time of filing, indicate "none".

Phone Number: Area code and telephone number of the regional/subregional library.

TDD Number: Area code and telephone number to be used with a Telephone Device for the Deaf (TDD).

Name of Regional/Subregional Librarian: The name of the current official director of the regional/subregional library. If the director position is vacant at the time of filing this report, provide the name and title for the acting or interim director and label as such.

Email Address of Regional/Subregional Librarian: The email address to be used to contact the regional/subregional librarian.

Fax Number: Area code and telephone number for the fax machine used for administrative purposes.

Web Address: If your regional/subregional library has a home page accessible over the Internet, please include the web address. (e.g. <http://www.library.lib.mi.us/library.html>)

Name of Fiscal Agent: The name of the current fiscal agent.

Main Library Phone Number: Area code and telephone number of the main library.

Main Library Director's Name: The name of the current official director of the main library. If the director position is vacant at the time of filing this report, provide the name and title for the acting or interim director and label as such.

Email Address of Main Library Director: The email address to be used to contact the main library director.

PART II: TECHNOLOGY

1. Is remote access to your library catalog available?

2. Check the boxes to indicate the adaptive technology services offered by the library. Check all that apply.

*ADA compliant workstation

*CC/TV (closed circuit television), magnification system

*Internet access with speech

*Public access computer with speech (ie: Microsoft Office)

*Telephone access via telephone device for the deaf (TDD)

*Text to speech reading machine (e.g. Kurzweil)

*Other (specify)

**Complete Parts III – VIII with information from the most recent
fiscal year completed prior to October 1, 2009.**

PART III: BUDGET AND ACTUAL EXPENDITURES (Use whole numbers only)

Financial information must be precise for income and expenditures during the reporting year and should be reported in whole dollars.

- 1) Report budget and actual expenditures for the most recent completed fiscal year.
Note: The budget should be taken from the Annual Report submitted in fiscal year 2008/2009. The actual local and in-kind expenditure amounts should be equal to or greater than the local and in-kind expenditures reported on the Annual Report submitted in fiscal year 2008/2009 for the preceding fiscal year.
- 2) Calculate the variance between the budget and actual expenditures for the most recent completed fiscal year.
- 3) Explain any variances, if necessary.
- 4) Report projected budget for current fiscal year. The current fiscal year budget amounts for local funds and in-kind should be equal to or greater than the expenditure amounts for the most recent completed fiscal year.

GUIDELINES:

Section 652. The appropriation in Part 1 to the Library of Michigan, for subregional state aid, shall not be expended unless the local unit of government agrees to not reduce local support below the level of local support expended for subregional library services in the local unit of government's immediately preceding fiscal year. A reduction in local expenditures that equally affects all agencies within a local unit of government shall not be interpreted as a replacement of local financial or in-kind support with state aid funds.

Section 653. The appropriation in Part 1 to the Library of Michigan, for a subregional library, shall not be released until a budget for that subregional library has been approved by the Library of Michigan for expenditures for library services directly serving the blind and persons with disabilities. Subregional state aid shall be used only for providing services to the blind and to persons with disabilities.

PART IV: OPEN HOURS AND SQUARE FOOTAGE SUMMARY

Each regional/subregional library must be open at least 35 hours per week.

Current Schedule of Open Hours: Record current scheduled hours for the regional/subregional library.

Total Hours Open per Week:

Total Annual Public Service Hours for the Reporting Year: Using scheduled hours as a guide, subtract known closed days or weeks, both scheduled and unscheduled, to derive a realistic annual total hours open figure for your library during the reporting year.

Total Square Footage: Report the total square footage of the subregional facility used for library purposes.

PART V: LIBRARY READERSHIP

Number of Michigan citizens who are registered to receive subregional library service.

PART VI: LIBRARY COLLECTIONS

For each category, report the number of physical units (items) owned at the end of the reporting year, either provided by the National Library Service, or from a source other than NLS. If exact amount is unknown, enter an estimate. Items which are packaged together as a unit, e.g. two compact disks, two films, or two videocassettes, and which are generally checked out as a unit, should be counted as one physical unit.

Braille Materials:

Descriptive Video:

Large Print Materials:

Materials in Electronic Format:

Recorded Cassettes:

Recorded Disks:

Total: Total units at year end in subregional library collections.

PART VII: LIBRARY SERVICES

If exact amount is unknown, enter an estimate. If an actual count of the data element is unavailable, determine as annual estimate by an actual count during a typical week in October and multiplying the count by 52. A "typical week" is a time that is neither unusually busy or unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open). This technique can be used to estimate library visits and circulation transactions.

Library Visits: The total number of persons entering the library for whatever purpose during the year.

Program Attendance:

The number of programs offered during most recent completed fiscal year.
Estimated total attendance.

Total Circulation: The total annual circulation of all subregional library materials of all types, including renewals. Count all materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed that are then circulated to users. Do not include items checked out to another library.

PART VIII: CERTIFICATION OF REGIONAL/SUBREGIONAL LIBRARY PERSONNEL

This section verifies that each regional/subregional library is supervised by a librarian with a Level II Librarian's Professional Certificate from the Library of Michigan who may have other supervisory and/or professional responsibilities. Only staff that are **CERTIFIED** by the Library of Michigan and worked during the **REPORTING YEAR** need to be listed on this page. If a new **CERTIFIED** staff member was hired during the reporting year please provide a hire date. If a certified staff member (including the director) left during the reporting year please provide a departure date. For example, if the directorship changed during the reporting year, list the previous director with his or her departure date and the current director immediately below with his or her date of hire.

Level	Certificate	Eligibility Qualifications
I	Librarian's Permanent Professional Certificate	MLS with 4 or more years' professional experience
II	Librarian's Professional Certificate	ALA accredited Master of Library Science degree
III	Special Professional Certificate	Master's degree in any subject
IV	Limited Professional: Class A	Bachelor of Library Science or Library School enrollment
V	Limited Professional: Class B	Bachelor's degree in any subject
VI	Library Technician's Certificate	Accredited Associate of Library Technology degree
VII	Certificate of Library Experience	Beginning Workshop; must renew every 3 years

PART IX: SALARY AND BENEFIT INFORMATION

Using the library's current pay scale, indicate the average hours worked per week, and the minimum and maximum salary range for one year for the director of the regional/subregional library.

Director Benefit Information: Check the box to indicate each of the following benefits if your library pays any portion or all of that benefit for your Director/Head Librarian only. If a selection does not apply, leave it blank.

PART X: CERTIFICATION OF INFORMATION

The person signing the form must be an authorized official of the regional/subregional library who can be held accountable for the information on the form. The regional/subregional library's fiscal agent as well as the mail library director must sign in order for the application to be processed. In the event of a State Aid audit, the authorized official will be contacted. **Signatures are required to be eligible for State Aid. Signatures must be original signature – signature stamps will not be accepted.**